



UNITED STATES MARINE CORPS
MARINE CORPS EDUCATION COMMAND
MARINE CORPS UNIVERSITY
2076 SOUTH STREET
QUANTICO, VIRGINIA 22134-5067

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MARINE CORPS UNIVERSITY POLICY LETTER 2-06

From: President, Marine Corps University/Commanding General,
Education Command

To: Distribution List

Subj: PROFESSOR EMERITUS STATUS

Encl: (1) Professor Emeritus Nomination Form

1. Purpose. This policy letter establishes the position of professor emeritus at Marine Corps University (MCU) and identifies the requirements, processes, and benefits of bestowing the title on designated MCU faculty.

2. Background. The conferring of emeritus status is a traditional and widely followed practice in American colleges and universities by recognizing the contributions of faculty members. It signifies that one is honorably retired from the conferring institution, but retains the title last held, e.g. Professor Emeritus of National Security Affairs.

3. Policy. The following perquisites, processes, and associated benefits are applicable for the designation of professor emeritus.

a. The status of professor emeritus is conferred based upon established service. The designation will be reserved for the individual who meets the following criteria:

(1) Meritorious service of at least fifteen years with MCU.

(a) The President, MCU may waive up to three years, based on evidence of exceptional contribution by a faculty member. Scholarly or creative work and recognition in professional organizations will be considered in granting waivers.

Subj: PROFESSOR EMERITUS STATUS

(b) In computing the total years of service with MCU, as and when appropriate, the years served in uniform as an MCU faculty member can be added to those of civilian teaching when determining the total of combined years.

(2) A proven educator of established ability as evidenced by at least one and a half decades of service.

(3) Retirement from full-time service at MCU with the rank of full or associate professor.

(4) Recognition in professional organizations.

(5) Recognition resulting from scholarly or creative work.

(6) Outstanding record of teaching excellence.

(7) Outstanding record of university service.

b. The following process will be utilized for nomination and approval of professor emeritus:

(1) School Directors will submit a "Professor Emeritus Nomination Form" (Encl 1), a current vita of the nominee, and any other supporting documents to the Vice President for Academic Affairs (VPAA). All documents must be submitted in electronic format (Microsoft Word or pdf files).

(2) The VPAA will forward the recommendation to the MCU Board of Visitors electronically for review, comment, and recommendation.

(3) The VPAA will consolidate the BOV recommendations and forward to the President, MCU.

(4) The President, MCU will consider the nomination packet, the recommendations of the BOV, and render a decision.

c. The designation of professor emeritus provides the following privileges to emeriti faculty:

(1) A certificate attesting to that status.

(2) Access to library services and other faculty research facility services.

Subj: PROFESSOR EMERITUS STATUS

(3) An invitation to participate in commencement processions and similar ceremonies.

(4) An invitation to participate in academic conferences, seminars, or other presentations conducted by the University.

(5) If a college or school director concurs, the option of offering appropriate course or class offerings within the college or school's curriculum.

(6) Listing in the faculty directory, university catalogs, and similar publications.

(7) The right to list the title of professor emeritus, and associated affiliation with MCU, on any publication or professional document.

4. Upon approval by the President, MCU, the VPAA will notify the nominee, as well as the school director, and arrange an appropriate recognition ceremony.

A handwritten signature in black ink, reading "Donald R. Gardner". The signature is fluid and cursive, with a long horizontal stroke at the end.

DONALD R. GARDNER

DISTRIBUTION: A

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PROFESSOR EMERITUS NOMINATION FORM

(Date)

From: (School)
To: Vice President for Academic Affairs

Encl: (1) Curriculum Vitae

The individual named below is nominated for the title of Professor Emeritus at Marine Corps University.

Name of Nominee: _____

Date Employed by MCU: _____

Date of Retirement from MCU: _____

Professorial Status at Retirement _____
(Full, Associate, or Assistant Professor)

Total Years of Service at MCU: _____
(If a waiver is requested, attach justification)

Statement of Support: (Why is this individual unique?
Summarize how nominee meets the criteria as outlined in
paragraph 3.a.) (Use additional page, if necessary)

(Signature of School Director)
